

Community Grant Guidelines

Founded in 1949 to support the charitable activities of the Rotary Club of San Jose, our local Foundation has given more than \$5,000,000 to many important local and international projects as well as direct grants to over 150 other community organizations. These grants leverage the volunteer work of San Jose Rotarians meeting critical needs and reaching deserving recipients in San Jose as well as around the world. San Jose Rotary supports several committees and programs that serve students and schools, so we do not provide community grants to individual schools.

1. The primary purpose of the Rotary Club of San Jose Foundation Community Grants is to assist nonprofit organizations serving the citizens of San Jose with grants up to \$15,000 for specific, tangible and identifiable capital purchases. Recent examples include grants to purchase a commercial oven, refrigerator, computers (including peripherals), streaming equipment, and cameras.
2. Grants up to \$15,000 may also be made for small facility improvement projects of under \$30,000 total. Recent examples include linoleum flooring, electrical upgrades, carpet and fences. **The intent is to provide a grant that will serve the grantee for many years.**
3. Restrictions on Grant Funding:

The RCSJ Foundation does not provide Community Grants to:

- **Individuals**
- **Sports Teams**
- **Pre- K to 12 Schools (including PTAs, Home & School Clubs, School Foundations, Booster Clubs) because Rotary Club of San Jose provides significant support to youth through other Club activities**

The RCSJ Foundation does not provide Community Grants to pay for:

Travel, operating expenses including staff salaries or supplies, the purchase of real estate, or contributions to a "campaign", which includes "capital campaigns".

4. At least 50% of the beneficiaries of the requested grant must be residents of the City of San Jose.
5. Community Grants will be given only to 501(c)3 nonprofit organizations and to projects where the Rotary Club of San Jose Foundation is providing more than fifty percent (50%) of the funding.
6. All requests for grants must be submitted using the Community Grant Application form. Please email all supporting documentation to Leslee Hamilton at lesleeh@sjrotary.org prior to the deadline.

7. The Contributions Committee will review all grant applications and supporting documentation. Each applicant will be contacted by a member of the Rotary Club of San Jose to arrange for a site visit.
8. The Foundation Board, in its discretion, may grant less than the amount requested based on the total funds available, the number of applications received and the evaluation of the application.
9. **Funding for an approved grant will be disbursed upon submission of an invoice(s) for the items funded, and only items listed in the request are eligible for reimbursement.** These invoices must be submitted by June 15 of the following year, in a concise way that includes a spreadsheet with totals if there are multiple items purchased, along with a brief (1-page maximum) summary addressing the agency's success in meeting grant objectives. Grants approved, but not expended, by this deadline shall be withdrawn and the applicant will be required to reapply for funding.
10. Organizations are only eligible to receive Community Grants once every three years.

11. Grant Funding Cycle

July 1 st	Applications available
September 30th (Or following Monday if the 30th falls on a weekend)	Deadline for grant submission
October – November	Site visits to eligible applicants
Late November	Applicants notified of award
December – June 15 th	Grant implementation
June 15th	Deadline for submission of receipts

Purchases/facilities improvements are eligible for reimbursement only if made after the award notification date.

All Grant applications received by the September 30th deadline that meet the Grant Guidelines will be considered.

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